

CITY OF HOUSTON

P.O. Box 61189 Houston, Texas 77208-1189

Telephone – 832.393.8101 www.reephouston.net



In 2006, the City of Houston began a program to help improve the energy efficiency of homes and reduce residents' electricity bills. This program known as the Residential Energy Efficiency Program (REEP) is offered at **no cost** to you. The energy efficiency improvements that we hope to make on your home are approved by the Public Utility Commission of Texas, the Texas Department of Housing and Community Affairs, and are installed by professional contractors. Studies show that homeowners received significantly lower electricity bills after their homes were weatherized by REEP.

What We Provide

The REEP program may provide the following measures to your home, but not limited to:

- Weather-stripping
- Window caulking
- Attic insulation
- Energy efficient light bulbs

The actual measures that will be installed will be dependent on the assessment that will be conducted on each home. Further, other measures, not listed here, may be installed to ensure that the home is properly weatherized. The contractor will go over the assessment with you before any work is started.

Qualifications

To qualify for this program, your household must have a <u>combined</u> gross income at or below the 200% 2009 Federal Poverty Level:

2009 Poverty Level Guidelines						
Family Size	200% monthly		200	0% annually		
1	\$	1,805.00	\$	21,660.00		
2	\$	2,428.33	\$	29,140.00		
3	\$	3,051.67	\$	36,620.00		
4	\$	3,675.00	\$	44,100.00		
5	\$	4,298.33	\$	51,580.00		
6	\$	4,921.67	\$	59,060.00		
7	\$	5,545.00	\$	66,540.00		
8	\$	6,168.33	\$	74,020.00		

<u>TO QUALIFY FOR REEP YOU MUST</u> provide the following documents along with your completed application, without these documents your application will not be approved and work will not start on your home:

- 1. Proof of Income within the last 30 days for <u>each</u> member of the household 18 years or older.
- 2. A **copy of your recent electric <u>and</u> gas bill**. Also, you are required to complete and **sign the agreement on page 4 of this application** which allows the City to retrieve your electrical usage history. The City needs the data to fully understand the energy consumption in your home and ensure maximum benefit weatherization measures are installed in your house.
- 3. <u>If disabled</u>, a copy of the Disability Statement. If resident is disabled and not receiving disability please provide a current medical statement with expected length of disability (12 months or longer)
- 4. If you rent your home, you and your landlord will need to fill out pages 5 and 6 of this application.

How to Apply

There are several ways to apply:

- Return the attached completed and signed application with the required documents to the address below, or
- Visit us online at www.reephouston.net to print out an application. All Houston Public Libraries provide free internet access with your library card.
- By phone to request an application 832-393-8101.

After we Receive your Application

Third party contractors participating in the City's REEP program will call to schedule an appointment to evaluate your home. The City has contracted with four companies to perform these energy efficiency upgrades:

- Direct Energy
- Payless Insulation
- Standard Renewable Energy
- Project Management Group, LLC

These companies are allowed to perform work on behalf of the City of Houston.

Post Inspection

By participating in this program, you agree to allow us to inspect the energy efficiency measures that were installed in your home. This post-inspection is mandatory for all homes participating in this program.

If you have any questions during this process, please call our REEP team, at 832-393-8101. Our office hours are Monday through Friday, 8 a.m. to 5 p.m. Also, you may go to www.reephouston.net to learn more about our program.

Please mail the completed application and required documents to:

City of Houston, General Services Department ATTN: Residential Energy Efficiency Program (REEP) P.O. Box 61189 Houston, Texas 77208-1189



CITY OF HOUSTON **General Services Department**

Residential Energy

Efficiency Program
P.O. Box 61189
Houston, Texas
77208-1189

T. 832-393-8101 F. 832-393-8020 www.reephouston.net

		REEP Ap	plica	nt Ir	nformation			
Last Name:		Middle Initial:			First	First Name:		
Street Address:	Street Address: City, State, Zip code:							
Phone: Alternate Phone: Email:						o you own or rent this residence? Own Rent (Please fill out the attached ndlord Agreement Form.)		
Source of Income:		Monthly Amoun	t before t	axes: \$				
Employer's Name,	, Address, Telephone n	number:						
Has this residence/home ever received services from any type of Weatherization Program?		No Yes when?						
Type of Energy Used to Heat Household Natural Gas Electricity		<u>:</u>				Centra	l I Init	
,							w Unit	
Bottled Gas Ethnicity: Please choose at least 1:	White Hispanic	American Indian or Alaska Native Asian can American Other race					Native	
Household	Members (all fai If household m				ou need more space, onthly income & sou			additional form.)
Name	ı	Monthly Income		Source	e of Income		Disability	
Self							Disabled: DOB:	Y or N
							Disabled: DOB:	Y or N
							Disabled: DOB:	Y or N
							Disabled: DOB:	Y or N
							Disabled: DOB:	Y or N
							Disabled: DOB:	Y or N
							l	
COH USE ON Date Received:				E ON	Total Household Income: Total H		Total Household	
Required Docume							Members:	
Energy Consumpti	ion: Notes:				Date Denied or Appro	oved:		Reviewed By:

Homeowner's Release

In consideration of the City of Houston's agreement to pay costs of weatherization services on my home, I release the City of Houston, its agents, employees, officers, and legal representatives (collectively the "city") from all liability for injury, death, damage, or loss to persons or property, including but not limited to damage to my home itself, sustained in connection with or incidental to any work performed on my residence (described below) under the City's Residential Energy Efficiency Program, even if the injury, death, damage, or loss is caused by the City's sole or concurrent negligence and/or the City's strict products liability or strict statutory liability.

I understand and agree that the City does not warrant that any product installed in or service performed on my residence shall be of any particular quality or effectiveness. Date Homeowner Name (Please Print) Street Name and Address Signature City, State, ZIP Code Telephone Number City of Houston REEP **Customer Billing/ Consumption Release Form** The Project Administrators of the City of Houston REEP would like to obtain actual historical energy data from homes in the neighborhood. Having real data will ensure that the real benefits of the weatherization activities are fully understood. We would like you to agree to authorize CenterPoint Energy to release your electricity usage data to the City of Houston for the purposes of the City of Houston REEP. The City of Houston will use this information only for the purposes of this project, and will not share information that identifies specific customers with any outside third parties. Name on Account: ____ Last First Service Address: __ Zip Code Telephone: I hereby authorize the release of the Historical Usage Data: kWh, Tariffs and riders applicable to customer class to the City of Houston. Homeowner's signature: Homeowner's printed name: Meter Information: Note: This number (Electric Service Identifier Identification) numbers can be found our your utility bill. City of Houston -REEP Applicant's Authorization, Understanding and Agreement My answers to all of the previous questions and the statements I have made are true and correct to the best of my knowledge and belief. I authorize the City of Houston and its contracted agencies to contact any source in order to solicit/verify information necessary for an eligibility determination. I also agree to provide the City of Houston and its contracting agencies with any information necessary to verify my eligibility. If I am eligible for weatherization services, I give my permission to allow work on the residence listed on this form. I will cooperate fully with local, state and federal personnel to obtain information from any source to verify statements I made. I will cooperate fully with state or federal personnel in a quality control review. I have been advised and understand that this application will be considered without regard to race, color, religion, creed, national origin, sex, or political belief. PENALTIES FOR FRAUD! Whoever obtains or attempts to obtain weatherization services for which he is not entitled, by means of willful false statement or other fraudulent means, may be considered guilty of a criminal offense and upon conviction may be fined or im-BEFORE YOU SIGN BE SURE THIS APPLICATION IS COMPLETE AND ACCURATE. Signature – Applicant Date Signature – Spouse Date

Landlord Agreement Forms

LANDLORD PERMISSION TO PERFORM ASSESSMENT

& INSPECTIONS FOR RENTAL UNITS						
Your multifamily building(s) is under consideration to receive services from the Weatherization Assistance Program (WAP). Texas Department of Housing and Community Affairs (TDHCA) administers the WAP Program in Texas. The WAP operates under Federal and State rules which have certain requirements of which you, as a multi-family building landlord, should be aware. At the bottom of this page is a PERMISSION TO ENTER PREMISES section granting your permission for: (agency) (agency) (to enter your building(s) to perform energy audits, collect eligibility documentation from your tenants, and complete applications. Before work begins on your building(s), you will be required to sign a Landlord Agreement, a copy of which is attached for your review. Please be aware that only residential units may be weatherized. Meeting rooms, game rooms, laundry rooms, maintenance rooms, daycare centers, office areas or commercial business areas, and non-residential facilities are not eligible for weatherization services. WAP may request a financial commitment from the building's landlord(s) based on the estimated cost for each building containing multi-family rental units. Exceptions to this requirement can be made when the owner is an income-eligible applicant or a non-profit entity. The financial commitment may be in the form of monetary contributions (checks or money orders), materials, or labor provided to install eligible measures. All monetary contributions provided by landlords will be used for labor and materials. The estimated cost of each building will be based on an energy audit that is performed on each individual unit within the building. When the energy audits are completed, the local weatherization agency will contact you to discuss the proposed weatherization measures for each building and your financial commitment to the project and the Landlord Agreement. After weatherization services have been provided, the local agency is required to conduct a quality control inspection to ensure that work was completed in accor						
	as landlord/authorize					
, hav		the above and hereby grant				
permission for representatives of	weatherization work.	nd collecting eligibility documentation from the				
Landiord / Agent's Signature	Agency Repres	eritative Signature				
Title	Title					
Date	Date					
LANDLORD FINANCIAL PARTICIPATION FORM						
Date of Transaction or Initial Contact:	Instigating WAP Agen	tigating WAP Agency:				
Responsible Landlord and/or Agent for Owners of property currently under consideration for weatherization services:						
Physical Address or location of property under consideration:						
Number of multifamily building(s):	Number of eligible dw	elling unit(s):				
January Canada G(c),						
The Texas Weatherization Assistance Program requires the Agency to obtain financial commitment information from the Landlord for the weatherization services that the agency intends to perform on the building(s). The landlord/agent for this building(s) has indicated that he/she fully understands this policy and has decided to take the following course of action: (AGENCY SHALL COMPLETE AS REQUIRED. LANDLORD INITIALS APPROPRIATE LINE.)						
Landlord for the weatherization services that the ag building(s) has indicated that he/she fully understa (AGENCY SHALL COMPLETE AS RE	ency intends to perforn nds this policy and has QUIRED. LANDLORD	n on the building(s). The landlord/agent for this decided to take the following course of action: INITIALS APPROPRIATE LINE.)				
Landlord for the weatherization services that the ag building(s) has indicated that he/she fully understa (AGENCY SHALL COMPLETE AS RE Landlord/Owner will invest \$	ency intends to perform nds this policy and has	n on the building(s). The landlord/agent for this decided to take the following course of action: INITIALS APPROPRIATE LINE.) for the cost of the weatherization work.				
Landlord for the weatherization services that the ag building(s) has indicated that he/she fully understa (AGENCY SHALL COMPLETE AS RE	ency intends to perforn nds this policy and has QUIRED. LANDLORD	n on the building(s). The landlord/agent for this decided to take the following course of action: INITIALS APPROPRIATE LINE.)				
Landlord for the weatherization services that the ag building(s) has indicated that he/she fully understa (AGENCY SHALL COMPLETE AS RE Landlord/Owner will invest \$	ency intends to perform nds this policy and has QUIRED. LANDLORD cial investment.	n on the building(s). The landlord/agent for this decided to take the following course of action: INITIALS APPROPRIATE LINE.) for the cost of the weatherization work.				
Landlord for the weatherization services that the ag building(s) has indicated that he/she fully understa (AGENCY SHALL COMPLETE AS RE Landlord/Owner will invest \$	ency intends to perform nds this policy and has QUIRED. LANDLORD cial investment.	n on the building(s). The landlord/agent for this decided to take the following course of action: INITIALS APPROPRIATE LINE.) for the cost of the weatherization work.				
Landlord for the weatherization services that the age building(s) has indicated that he/she fully understated (AGENCY SHALL COMPLETE AS RE) Landlord/Owner will invest \$	ency intends to perform nds this policy and has QUIRED. LANDLORD cial investment.	n on the building(s). The landlord/agent for this decided to take the following course of action: INITIALS APPROPRIATE LINE.) for the cost of the weatherization work. % of the total estimated cost of the work.				
Landlord for the weatherization services that the agbuilding(s) has indicated that he/she fully understa (AGENCY SHALL COMPLETE AS RE Landlord/Owner will invest This amount represents Landlord/Owner is unable to make any finan Landlord/Owner is refuses to make an inves Owner is a 501(C)(3) non-profit organization gnatures:	ency intends to perform nds this policy and has QUIRED. LANDLORD cial investment.	n on the building(s). The landlord/agent for this decided to take the following course of action: INITIALS APPROPRIATE LINE.) for the cost of the weatherization work. % of the total estimated cost of the work.				

LANDLORD AGREEMENT It is agreed by and between _ (WAP Agency/the Agency) (Landlord/Authorized Agent) Landlord and /or Authorized Agent of the premises located at: _as follows: 1. The Landlord agrees to cooperate with the Agency by assisting the Agency in gathering all records and documents necessary for the Agency to determine if the tenants residing at the premises are eligible according to the US Department of Energy guidelines for weatherization services. The Agency shall gather and keep confidential the names and incomes of tenants living at the premises. 2. If the Agency, at its sole discretion, determines that the premises are eligible for weatherization services, the Agency agrees to weatherize the premises in accordance with applicable codes, laws and regulations. The Agency agrees to forward a summary of the proposed work to the Landlord after the energy audits are completed. In exchange for these services, the Landlord agrees to be bound by the terms and conditions of this Agreement for a period of 12 months commencing on the date the weatherization work is completed. 3. A tenant's lease may be renewed for successive periods during the period of the Agreement. If an eligible tenant's lease ends during the term of the Agreement, the owner is not obligated to renew the lease, as long as the dwelling unit is subsequently rented to an income eligible household for the remaining time period of the Agreement. The Landlord shall not increase the rents during the term of this Agreement unless the increase is demonstrably related to matters other than weatherization work performed. Landlord shall not evict Tenants for the time period of this Agreement, except for just cause and for matters unrelated to the weatherization work performed. A list of units and agreement amounts, and a sample of the lease agreement must be attached to this Agreement. Weatherized units that become vacant during the term of this Agreement must be rented to income eligible households. 5. The Landlord hereby swears or affirms that the premises is not presently being offered for sale and further agrees to give the Agency thirty days (30) notification of the sale or conversion of the premises. At least ten days (10) prior to the sale or conversion, the Landlord agrees to obtain, in writing, the purchaser's consent to assume the Landlord's obligations under this agreement, or if this consent is not obtained, to pay the Agency the full cost of weatherization pro-rated by the number of months left under this agreement. The landlord agrees that this document may be filed as evidence of a lien (§53 of the Texas Property Code) against the property in the municipal land records. The Landlord agrees to maintain the weatherization materials installed under this agreement in accordance with all relevant codes. The Agency agrees to begin installation of weatherization materials on or about (date) _ . From this date through the completion of the weatherization work, the Landlord agrees to provide during normal business hours, access by Agency personnel, Agency sub -contractors, and State & Federal officials to all dwelling units and common areas weatherized. The Agency and Landlord agree that the tenants, present and future, are meant as the persons to benefit from the weatherization program. The tenants of weatherized units shall receive a copy of this agreement. The Agency agrees to provide a copy of this agreement to the tenant of the weatherized unit. The Landlord agrees to provide a copy of this agreement to all future tenants of weatherized units while this agreement is in effect. 9. In the event the Landlord defaults on, or materially breaches any term of this agreement, the Landlord shall be liable for liquidated damages, immediately due and payable to the Agency, to be computed as follows: the total cost of the project not borne by the Landlord shall be divided into twelve equal shares. One share shall be deducted for each full month which elapses between the date of completion of the work and the date of Landlord's default or breach. The remainder shall be paid as liquidated damages. 10. If any portion of this Agreement is held to be invalid by a court or administrative tribunal of competent jurisdiction, the remainder shall remain valid and binding. Landlord/Authorized Agent Date Agency Representative Date